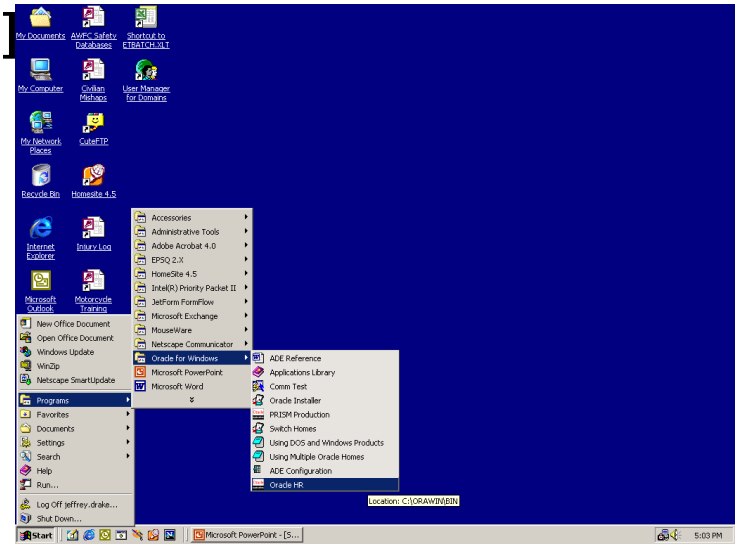
Getting the SST Desire List in MIL

Step 1: Launch MILMOD

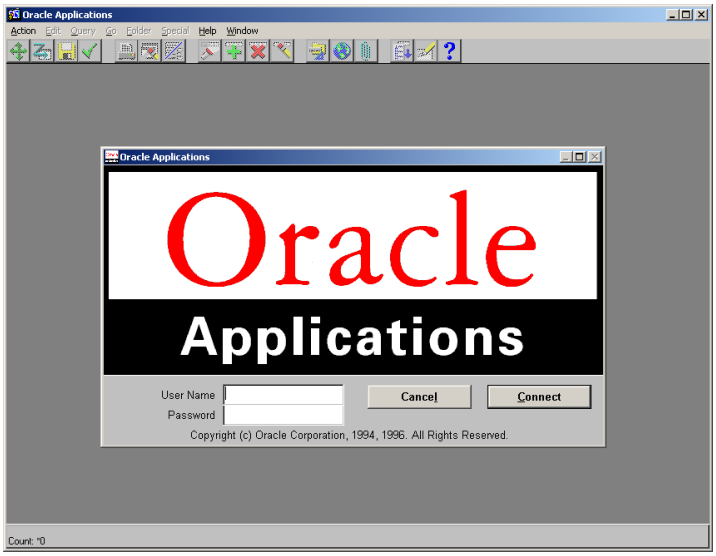
- Click Start →Programs →

Oracle for Windows → Oracle HR



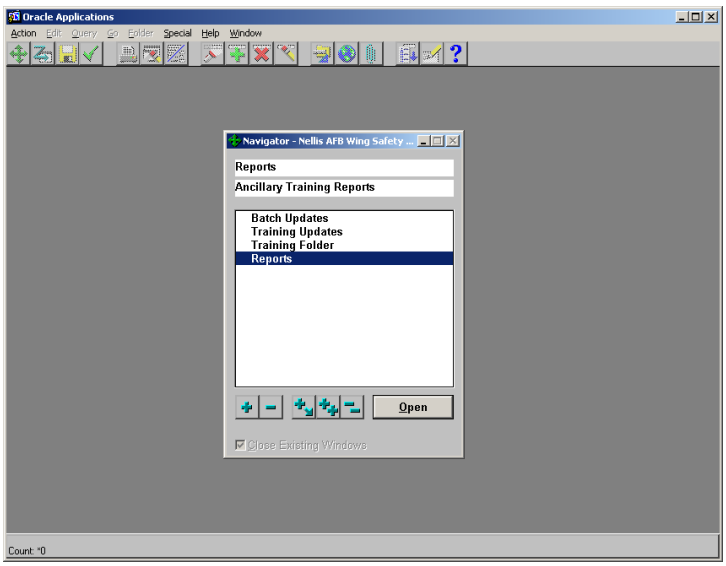
Step 2: Login

- If you don't already have a password contact PSM to obtain one. You cannot access MILMOD without a User Name and Password.



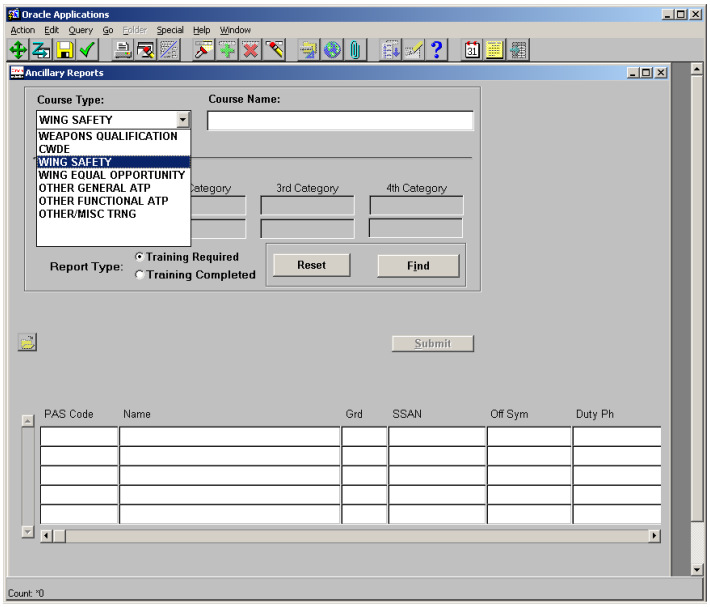
Step 3: Select The Reports Menu

- Click Open



Step 4: Course Type

- Click the drop down menu and select Wing Safety.



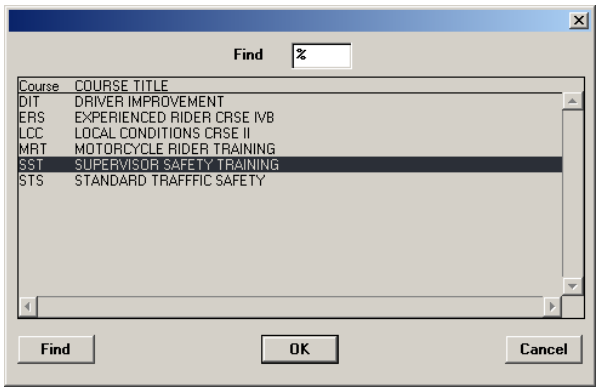
Step 5: Course Name

- Click into the Course Name field, then click the List of Values button.

List of Values Butt

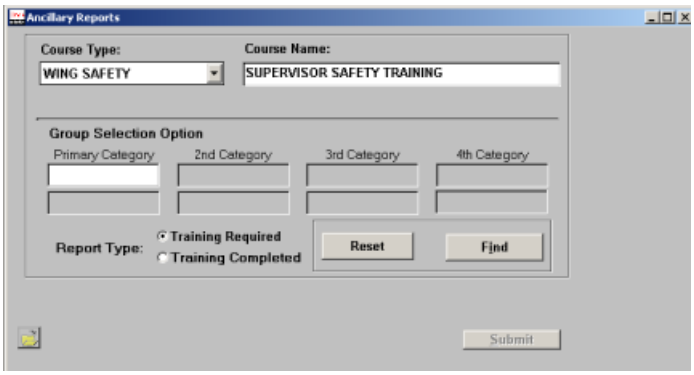
Step 6: Course Value

- Select SST from the values list and click OK.



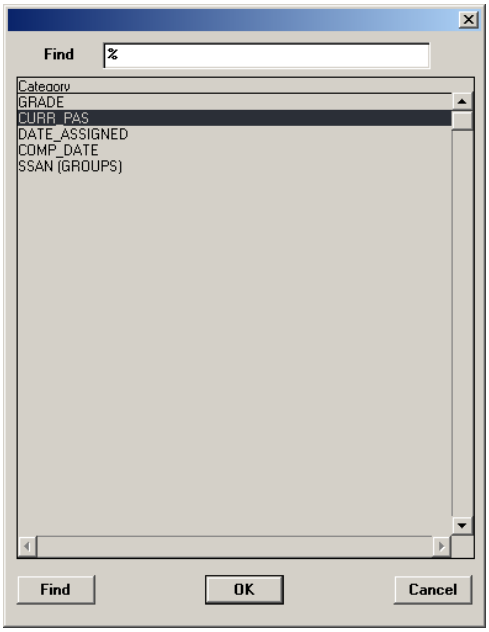
Step 7: Primary Category

- Click into the Primary Category field.
- Click the List of Values button again.



Step 8: Selecting the Primary Category

- When this window appears, select CURR_PAS from the list and click **OK.**

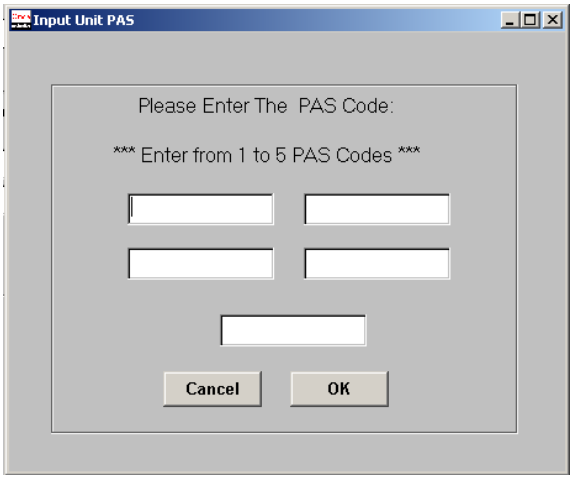


Step 9: Entering PAS Codes

- Obtain the list of PAS codes from the SST book and type them into these fields.

***Note* - you can only enter 5 PAS codes per report.**

- When you finish entering the PAS codes click **OK.**

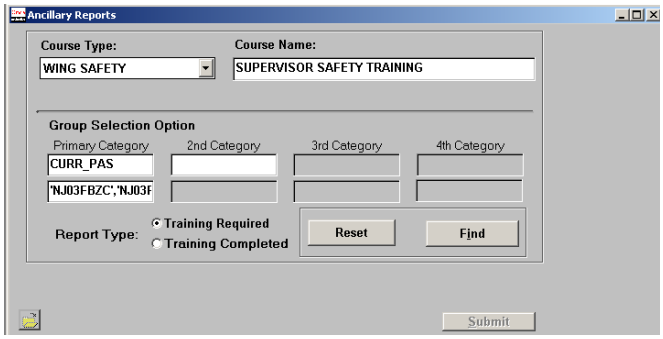


Step 10: Starting the Query

- After entering your PAS codes, skip the 2nd Category. You don't need this.

- Ensure that the **Training Required** radio button is selected.

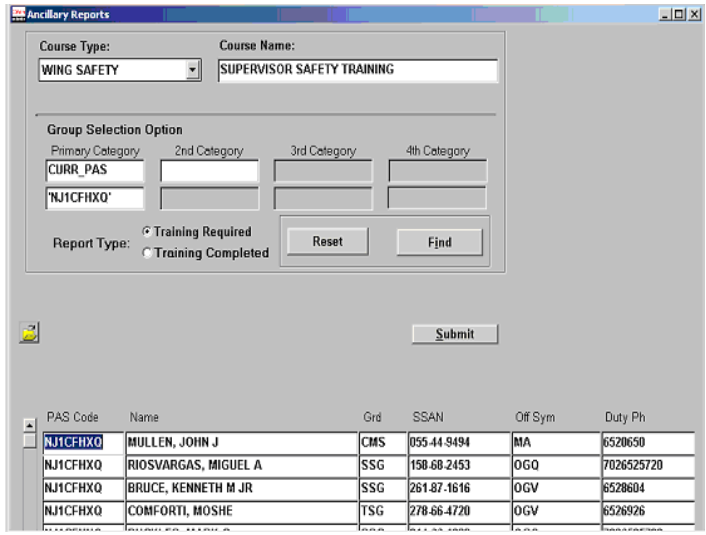
- Now click the **Find** button.



Important! – DO NOT do anything else on your computer while this query is running. MILMOD does not multi-task. Find something else to do while it completes. It WILL take a while to complete.

Step 11: Submitting the Report

- After you are presented with this screen click the **Submit** button.



- You will be presented with a dialog box like the one shown below.

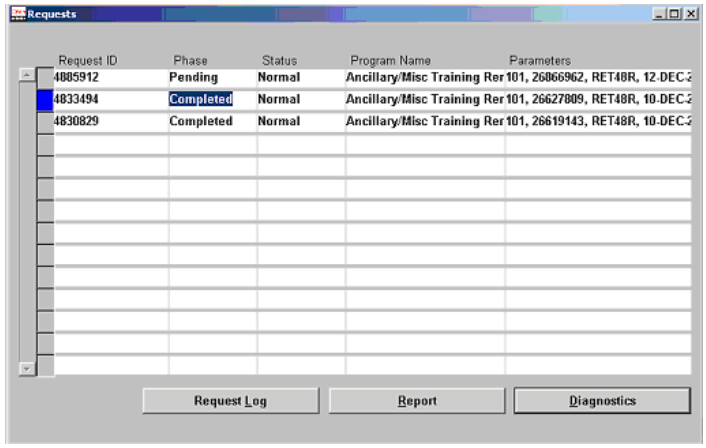
- Click **O.K.** to continue.

Step 12: Retrieving Report Request

- After closing the above dialog box, you need to request the report you submitted. To do this you need to do the following:

- Go to the top of the Oracle window and click **Help →** then click **View My Requests**.

- After another waiting period you will be presented with the window shown to the right.

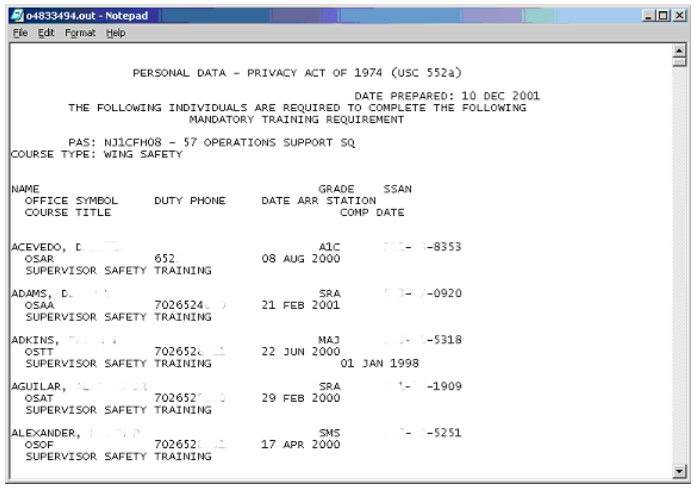


Step 13: Pulling up the Report

- If the request that you submitted is showing as completed, then you can run the report.

- Select the report as shown and click the **Report** button.

- This will open notepad and give you the information you requested in text format as shown to the right.



Warning!: you must turn Word Wrap OFF before you run your reports. Failure to do so will make your report unreadable when you attempt to save it as a .txt file.

- To turn off word wrap open notepad by clicking Start →Programs →Accessories → Notepad.

- Click Format → uncheck Word Wrap

Step 14: Saving your Work

- You need to save this data so you can send it to the unit training managers. Do the following to save it:

- Click File → Save As → select a location to save the file → give it a friendly name.

If you pulled up multiple PAS codes you will need to open as many instances of Notepad as necessary and copy and paste that information into to documents.

- Save each of your documents. Now you can email them to the training managers and wait for the frantic calls to set-up training to roll on in.